Job Title:	Cadena/Center Coordinator	Range:	40
Date Revised:		Date Approved:	April 8, 2003

PRIMARY PURPOSE

This position is responsible for the planning, coordinating and organizing a variety of Cadena/Transfer Center services and activities to assist students and facilitate their educational goals; coordinates use of Cadena/Transfer Center facilities with faculty, staff and students.

ESSENTIAL FUNCTIONS
Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Coordinates and organizes the day-to-day activities of the Cadena/Transfer Center to ensure efficiency of operations; recommends and assists in the implementation of the goals and objectives of the Cadena/Transfer Center; implements policies and procedures.
2.	Provides technical information and expertise to students, instructors and staff regarding Cadena/Transfer Center activities and services; collaborates with students, faculty and staff to understand students' academic needs, career goals and progress.
3.	Develops and coordinates informational workshops regarding programs and services; develops materials for distribution to promote activities and services; participates in outreach activities to promote educational opportunities and services available.
4.	Coordinates use of Cadena/Transfer Center facilities with faculty, staff and students; maintains the Cadena/Transfer Center in a safe, clean and orderly condition.
5.	Provides information and guidance to individual students and groups on transfer requirements, articulation and related resources.
6.	Performs administrative duties related to the maintenance and efficiency of the Cadena/Transfer Center; types various forms, letters and correspondence; maintains student attendance records, maintains confidential student information and progress data on appropriate forms and records; compiles statistical data.
7.	Orders, maintains, receives, catalogs, and stores equipment, materials and supplies; maintains inventories to assure adequate quantities are available for timely instructional use; develops budget as assigned and monitors expenditures.
8.	Compiles and maintains a variety of records, logs, files and statistical reports related to the activities of the Cadena/Transfer Center; prepares and maintains a variety of records related to students and program activities.
9.	Schedules and conducts meetings with faculty and staff for program evaluation and improvement.
10.	Trains and provides work direction and guidance to others as directed.
11.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
12.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
13.	Performs related duties as assigned.

OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Cadena/Transfer Center Coordinator maintains frequent contact with various departments, faculty, staff, and students.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Two (2) years of college level course work and training or work experience directly related to the position. Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of organization, policies and procedures of assigned department, classroom, or laboratory
Knowledge of issues related to diversity in the community college
Knowledge of the proper methods, materials, tools and equipment used in the assigned classroom or laboratory
Knowledge of appropriate safety precautions and procedures used in the assigned classroom or laboratory
Knowledge of modern office practices and procedures
Knowledge of proper English usage, grammar, spelling, punctuation and vocabulary
Knowledge of basic bookkeeping procedures
Knowledge of record keeping techniques
Knowledge and ability to operate personal computers, copiers and other standard office equipment
Ability to interpret, apply and explain rules, regulations, policies and procedures
Ability to assist students in understanding and applying basic principles of the subject area to which assigned
Ability to make arithmetic calculations quickly and accurately
Ability to work independently with little direction
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to understand and follow oral and written directions
Ability to communicate effectively, both orally and in writing
Ability to establish and maintain effective working relationships with others
Ability to adapt and deliver programs and services to meet the needs of diverse student audiences

SPECIAL REQUIREMENTS

WORKING CONDITIONS

Office and/or instructional classroom and/or laboratory environment; subject to sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities. May be subject to performing physical activities, such as, but not limited to, lifting, bending, standing, climbing or walking while performing demonstration and providing student assistance.